



Town of Danville

ECONOMIC DEVELOPMENT COORDINATOR

DEFINITION

Under direction from the Town Manager, coordinates and implements the Town's Economic Development Program. The purpose of the program is to further economic growth and development within the Town by assisting the Town Council and Town Manager in evaluating policy areas which are impeding such growth, focusing on opportunities to redevelop key properties, and looking for opportunities to enhance the downtown area through capital investment, either through the Community Development Agency (CDA) or the general fund.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Town Manager.

Exercises indirect supervision over clerical staff.

Exercises general supervision over consultants as needed.

ESSENTIAL JOB DUTIES

- Serve as liaison to the Danville Area Chamber of Commerce, Danville Merchants Association, and downtown business owners, property owners, and merchants.
- Act as liaison to the Danville Farmers' Market.
- Interface between the Town and business community on special events that impact downtown.
- Evaluate requests for annual business promotion funding and make recommendations to the Town Council as part of the annual financial plan cycle.
- Serve as lead staff person for preparation of the annual economic development program budget as part of the annual financial plan.
- Act as liaison/facilitator between the Town Manager's office and the Planning Division on certain downtown planning applications.
- Work with the Town Manager and City Attorney on redevelopment opportunities and projects involving the CDA, expenditure of CDA funds, or consideration of CDA granted incentives.
- Communicate/coordinate with the Town Council, Planning Commission, Heritage Resource Commission and Design Review Board on redevelopment programs or projects.
- Actively participate in weekly Town management team meetings.

- Perform other duties as assigned by the Town Manager.
- Perform duties within OSHA standards.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of project management.
- Federal, State and local laws concerning economic development, redevelopment and land use.
- Techniques of negotiation.
- Public presentation skills.
- Budget preparation.
- Computer skills.

Ability to:

- Understand the regional and local economic environment.
- Be sensitive to the needs and desires of the business community.
- Develop and maintain effective working relationships with elected officials, staff, local business leaders, community groups, and individual citizens for the purpose of promoting business in Danville.
- Communicate clearly and concisely, both orally and in writing.
- Analyze technical information and prepare reports.
- Work independently or as part of a team.

EXPERIENCE AND EDUCATION

At least 3 years of professional experience in economic development or closely related field. Bachelor's degree from an accredited college or university in economics, business administration, urban and regional planning, or closely related field.

Licenses:

Possession of a valid California State Driver's License.

Updated: January, 2003